

| INTERNAL TITLE 5 | | VACANCY ANNOUNCEMENT | | | |
|---|---|--------------------------|---------------------------|---------------|---------|
| Announcement Number: | 2003-64 | Opening Date: | 4-29-03 | Closing Date: | 5-20-03 |
| Position/Position Number: | CLERK/OA (2 POSITIONS) GS-303-5 #5310A | Organizational Location: | NURSING SERVICE TEMPLE | | |
| Salary Range: | GS-5: \$25,697 - \$33,402 PER ANNUM (INCLUDES 9.62 % LOCALITY COMPARABILITY PAY) | Area of Consideration: | NATIONWIDE | | |
| Duties and Responsibilities: | | | | | |
| <p>Hours of duty: 7:30 a.m. to 4 p.m., Monday through Friday. Incumbent carries out administrative and clerical responsibilities for assigned Nurse Manager/s in a prompt and expeditious manner. These duties involve the application of complex procedures and processes, many of which must be committed to memory or learned through experience. Major duties include: (1) Assesses status of statistical reports for the Nurse Manager/s, i.e., use of overtime, awards, fee base nurses, etc. (2) Serves as liaison for issues within the Nurse Manager's scope of authority. Assists Nurse Manager in coordinating administrative tasks. Follows up to ensure resolution. Inquiries may cross organizational lines. (3) Establishes and maintains tracking mechanism to monitor timeliness of actions to be taken by the Nurse Manager/s (i.e., QI reviews, follow-up on medication errors, patient incident reports, sick leave usage, proficiencies, appraisals, counselings, disciplinary actions, monthly reports, general correspondence, etc.) Incumbent communicates with the Secretary to the Nurse Executive and/or the Administrative Officer regarding these due dates, need for extensions, technical advice, etc. (4) Establishes priorities and deadlines for assigned activities. (5) Composes, types, copies, and files general correspondence for Nurse Manager/s. Records, types, and distributes minutes of unit staff meetings. Provides information to unit staff during these meetings. (6) Prepares draft time schedules for review and approval by Nurse Manager/s based on knowledge of the unit, Bargaining Unit agreements, established policies and procedures, taking into consideration requests for leave, training, meetings, etc. (7) Maintains resource documents for leave requests, overtime/compensatory time justification, call-ins, etc. (8) Compiles and enters statistical AMIS reporting information (i.e., manhours worked, PAID hours, overtime, COP, etc. Routinely reviews changes made to manhours to ensure accuracy. (9) Prints, reviews, and posts changes to appropriate unit reference manuals. Maintains a current emergency call back plan for unit/building. Posts time and attendance daily for assigned unit/building. Maintains strict confidentiality in all correspondence and communication. (10) Receives, screens, and directs telephone calls and visitors, and communicates information appropriately. Provides administrative support to other units/buildings/ administrative offices/ specialists in the absence of the assigned program clerk, or as the workload demands. May provide secretarial support to the Nursing Service office during periods of leave, vacancies, during high workload demands, etc. Initiates Engineering work orders, when necessary.</p> | | | | | |
| Qualification Requirements: | | | | | |
| <p>Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service (HRMS). At the GS-5 level, must have at least one (1) year of specialized experience equivalent to GS-4 OR 4 years of successful completed education above the high school level. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position. IF EDUCATION IS TO BE SUBSTITUTED FOR EXPERIENCE, TRANSCRIPTS MUST BE ON FILE IN OFFICIAL PERSONNEL FOLDER (OPF) OR SUBMITTED WITH APPLICATION IN ORDER TO RECEIVE CREDIT.</p> | | | | | |
| <p>SERVICES OF A QUALIFIED TYPIST REQUIRED. Applicants must have documentation of typing proficiency of 40 words per minute. Applicants who do not possess a typing proficiency or who have not held positions in the Federal government requiring a typing proficiency must schedule a typing test with Texas Workforce Commission. <u>Certification of typing proficiency must be received by close of business on the closing date of this announcement.</u> Typing proficiency must be no more than 3 years old. It is the responsibility of each employee to assure that his/her Official Personnel Folder (OPF) is current and shows ALL work experience and credentials prior to the closing date of the announcement.</p> | | | | | |
| Rating and Ranking: | | | | | |
| <p>Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:</p> <ul style="list-style-type: none"> a. Knowledge of VA regulations and procedures as applied to personnel policies and ability to select, adapt, and interpret appropriate guidelines to resolve problems that arise. b. Ability to interact effectively, skillfully, tactfully, and appropriately with all levels of facility staff, visitors, patients, students, volunteers, etc. c. Knowledge and skills in oral and written communication demonstrated by use of correct grammar, spelling, and punctuation, and knowledge of required VA formats to compose correspondence. d. Ability to plan and organize work using independent judgment, establish priorities, and perform other duties using own initiative. e. Skill in using VISTA, Outlook, and a personal computer, including simple troubleshooting techniques, and experience with Microsoft Office Applications (Word, Excel, Power Point). f. Knowledge of VA timekeeping regulations and procedures. | | | | | |
| How to apply: | | | | | |
| <p>Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: http://www.texvet.com/HRMS/forms.htm VA Form 5-4078 must be received in HRMS, Temple, by close of business on closing date of announcement. VA Forms 5-4676A, 5-4667B, and typing proficiency must be received within 7 calendar days after the closing date of this announcement.</p> <p>Please refer all questions to Carol A. Blackwell, Human Resources Specialist, extension 39-5554.</p> | | | | | |
| THIS IS A BARGAINING UNIT POSITION. | | | | | |
| <p>If patient needs arise, the incumbent of the above position may be reassigned to the Waco Integrated Clinical Facility (ICF) within Central Texas Veterans Health Care System. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. CTVHCS is a smoke-free environment. EQUAL EMPLOYMENT OPPORTUNITY: Actions to fill this position will not be based on discriminatory factors which are prohibited by law.</p> | | | | | |